California Department of Health Services Licensing and Certification Program (L&C) Aide and Technician Certification Section (ATCS) 1615 Capitol Avenue, MS 3301 P.O. Box 997416 Sacramento, CA 95899-7416 (916) 327-2445

CERTIFIED HOME HEALTH AIDE IN-SERVICE TRAINING/CONTINUING EDUCATION

FOR HHA RENEWAL APPLICANTS ONLY (See reverse for general information)

ivalie	Social Security Number			
California HHA Certificate Number	Expiration Date	Expiration Date		
The Code of Federal Regulations (CFR) 484.36, require training each year of your certification period, for a term of the code	es that you accumulate 12 hours of in-service/continutotal of 24 hours.	ing education		
You will not be required to submit this form at the time these hours if asked to do so by the Aide and Technician C follow this same format. Class time cannot be counted unless	Certification Section (ATCS). You may substitute this form; h	owever, it mus		
TITLE OF IN-SERVICE TRAINING OR CONTINUING EDUCATION COURSE AND SUBJECT	NAME AND TELEPHONE NUMBER OF ATTENDAL APPROVED PLACE OF TRAINING DATES	I HOLIBS		
	TOTAL THIS P	AGE		
Signature of applicant	Date	GES		

TITLE OF IN-SERVICE TRAINING OR CONTINUING EDUCATION COURSE AND SUBJECT	NAME AND TELEPHONE NUMBER OF APPROVED PLACE OF TRAINING	ATTENDANCE DATES	NUMBER OF HOURS ATTENDED
TOTAL THIS PAGE (Add total for this page to front and total both pages)			

(If more space is needed, use additional pages.)

GENERAL INFORMATION

Home health agencies are required to provide a minimum of 12 hours of in-service classes per year for the purpose of enhancing the skills of a certified home health aide (HHA) or addressing any performance issues. HHAs are to receive the normal hourly wage for attending the classes on their regularly scheduled shift or during another shift, if mutually agreed upon by the HHA and home health agency.

In-service Training: All DHS-approved in-service training classes are accepted.

Continuing Education Units (CEUs): Continuing education classes may be taken at DHS-approved providers, community/state colleges, adult education or regional occupation programs (ROPs), general acute care hospitals, American Red Cross, home health agencies, state long-term care ombudsman, or providers approved by the nursing boards. HOME STUDY IS NOT ACCEPTABLE.

L.V.N./R.N. Programs: HHA certificate holders will be given credit for time in these programs by listing the courses taken and converting the units to hours as follows: semester unit=15 hours, quarter unit=10 hours.

A *partial* (but not limited to) list of acceptable continuing education classes are Anatomy, Physiology, Biology, Microbiology, Psychology, Chemistry, Anthropology, Cultural Anthropology, Sociology, Pharmacology, Medical Terminology, Epidemiology, Environmental Medicine, Communication, Stress Management, Hygiene/Health, Nutrition, Languages, Diseases, Physiotherapeutics, Massage, Therapeutic Physical Training, CPR, Ethics, Child Development, Maternal Health, Pediatrics, Geriatric courses, Sign Language, Environmental Medicine, Holistic Medicine, Phlebotomy, or First Aid.

INFORMATION COLLECTION AND ACCESS—PRIVACY STATEMENT

*Social Security Number Disclosure: Pursuant to Section 666(a)(13) of Title 42 of the United States Code and California Family Code Section 17520, subdivision (d), the Department of Health Services (DHS) is required to collect social security numbers from all applicants for nursing assistant certificates, home health aide certificates, hemodialysis technician certificates or nursing home administrator licenses. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support orders upon request by the Department of Child Support Services and for reporting disciplinary actions to the Health Integrity and Protection Data Bank as required by 45 CFR §§ 61.1 et seq. Failure to provide your social security number will result in the return of your application. Your social security number will be used by DHS for internal identification, and may be used to verify information on your application, to verify certification with another state's certification authority, for exam identification, for identification purposes in national disciplinary databases or as the basis of a disciplinary action against you.